

CONFIDENTIAL

17 October 1951

25X1A

██████████
Advisor for Management

Assignment of Administrative Pool Positions - Procurement Office.

1. The attached requests that three additional positions be charged to the Administrative Pool instead of the actual T/O for Procurement.
2. There are five positions authorized for the pool which have never been used; this is three of them. However, of course I would take no action without your concurrence.
3. It is the opinion of my office that the three positions are in order. It would be a good question efficiency-wise as to whether the messenger should be supplied by the Administrative Services Office rather than being on Procurement's T/O. In my opinion it makes absolutely no difference whose T/O it is on, provided one individual can be utilized eight hours a day, and it appears certain to me that Procurement can utilize a full-time messenger and still need additional service from the Administrative Services Messenger Pool.

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1 Attach.
T/O Request

1st Ind.

TO: Advisor for Management
FROM: Director of Supply and Services

30 October 1951

Concur with basic memorandum

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1/0 file

Document No.	14
No Change in Class.	<input checked="" type="checkbox"/>
Class. Changed	<input type="checkbox"/>
Auth:	William H. Baits
Date:	10-13-51
By:	<i>[Signature]</i>

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment